

City of Chattanooga, TN
Personnel Class Specification

Class code 0220

FLSA: Non-Exempt

CLASSIFICATION TITLE: PARTS ROOM SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise and participate in the functions of parts room.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Provides assistance to mechanics, parts vendors, and others, by answering questions, giving recommendations, and conducting informal training sessions.

Writes and monitors City-wide contracts for parts required for the repair and maintenance of fleet vehicles.

Researches and analyzes costs of parts; consults with Purchasing department regarding parts on order; locates and purchases parts at retail stores as necessary.

Processes the receipt of parts by checking vendor invoices against requisitions for accuracy, logging received parts into computer, and assigning part numbers and bin locations for new parts.

Operates computer for entering other information such as inventory data and the sale of parts.

Contacts vendors to resolve problems with invoices and incorrect or malfunctioning parts.

Arranges for repairs of vehicles with privately operated shops, which includes their delivery and pick-up.

Dispatches mechanics for on-site service calls; monitors radio calls to assist mechanics in the field.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in Equipment and Automotive Mechanics; supplemented by three (3) to five (5) years previous experience and/or training that includes procurement and inventory maintenance of equipment and automotive parts; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as grease, dirt, dust, odors, fumes, noise extremes, machinery, vibrations, electric currents, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.